



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Manager I

Monthly Salary: \$5079-\$6311

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-4800-009

Refer to Job ID #13-ADM-006

Final Filing Date: April 1, 2014

General Statement of Duties:

Board Contracts Management: The SSMI will act as a liaison to health insurance contractors to resolve payment issues; reviews CalStars reports and prepares management reports; reviews the performance and internal controls of administrative contractors; maintains the fiscal reporting systems for contractors for the Board's three programs; acts as the Board's liaison with its contractors to assure accurate and timely reporting of financial information and to resolve audit protocol and contract monitoring issues; analyzes the certified audits and financial statements of contractor health plans, and relevant reports on health plans by the Departments of Insurance and Corporations in order to advise program management on the overall financial soundness of contractors; develops and implements systems for reconciling contractor accounts to expenditures; reviews, analyzes and approves monthly invoices for contracted plans; assures compliance regarding accounting and auditing requirements of the federal government; assists in the auditing of reported incidence of marker diagnoses pursuant to the risk adjustment methodology.

The Administrative Contracts Unit: Provides supervision and oversight of work performed by contracts staff who are responsible for the development and execution of administrative contracts (including but not limited to consulting contracts, inter-agency agreements, and service contracts that are necessary to implement Board programs) and grants; development of strategies and methodologies for resolution of complex contracting issues; and oversight of the preparation of contracting activity reports as required by control agencies.

The Business Services Office: Provides supervision and oversight of staff who perform all aspects of facilities management including working with the building owner to resolve various issues and repairs; coordinating lease and tenant improvement issues with the Department of General Services; coordinating records management and archive storage; coordination of all property management; equipment repair, surveyed and/or surplus property disposal as needed; all facets of the non-IT and IT purchasing, leveraged purchasing, invoicing, payment requests and year-end accruals through the Department of General Services Contracted Fiscal Services Section; reconciling employee travel claims and requesting payment through CalATERS administration; preparation and coordination of contracting and purchasing activity

and recycling reports as required by control agencies; creation, administration and tracking of MRMIB's administrative policies, procedures and forms, and the classification, storage, and retention of bulletins and reports. Oversees the development, maintenance, and implementation of the Board's Emergency Plan and Continuity of Operations/Continuity of Government Plan; various health and safety functions including ergonomic evaluations; and preparation of the Administration Division reception back-up calendar.

Desirable Qualifications: Demonstrated experience with State contracts; working knowledge of the business services office processes and procedures; working knowledge of the accounting process; ability to analyze data, draw sound conclusions, and present ideas and information effectively, both verbally and in writing; experience working with control agencies; proficiency with Microsoft Office products, particularly Excel and Word.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

Special Requirements: This position is required to file a Form 700 under the Board's Conflict of Interest code.

Other Expectations: Demonstrates commitment to performing duties in a service-oriented manner. Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures.

Who May Apply: Applications will be accepted from individuals currently appointed to or who have list, transfer or reinstatement eligibility to the SSMI classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties must submit a Std. 678, State Application (available at www.calhr.ca.gov). In the Explanation Section of the application enter Job ID# 13-ADM-006 and Position # 443-300-4800-009 and the basis for appointment eligibility. For list candidates, attach examination results. **Please send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Penni Correa**

Applications must be postmarked or received by the Final Filing Date: April 1, 2014.

If you have questions regarding this information, please contact Penni Correa, 916-323-4138. *Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*